



Unlocking the Interlibrary Loan Code for the United States

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ALA RUSA STARS Codes, Guidelines, & Technical Standards Committee

Great Lakes Resource Sharing Conference
June 9, 2016



Purpose

- To establish principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.
- To regulate the exchange of material between libraries in the United States.

Code of Practice for Interlibrary Loans (1916)

3. Material Which Should Not be Applied for

(Practice will vary according to the nature of both applicant and lender.)

Current fiction; any book requested for a trivial purpose, or which is available in other libraries more readily accessible to the applicant; also, if applying to a public library, current publications that can readily be purchased and for which there is a natural demand in a public library.

10. Expenses in Connection With Loan

All expenses of carriage (both ways) and insurance, when effected, must be borne by the borrowing library.

12. Responsibility of Borrower

The borrowing library must assume complete responsibility for the safe-keeping and due return of all material borrowed.

13. General Provisions and Suggestions

Disregard of any of the foregoing rules, injury to books from use, careless packing, or detention of books beyond the time specified for the loan, will be considered good ground for declining to lend in future.

*The graduate student who has a thesis to prepare stands midway between these two extremes. It is often taken for granted that the needs of the graduate student should be met as a matter of course. But it would seem at least equally reasonable that the graduate student should choose his subject of study largely according to the means he has at hand. Not that he should be prevented from making use of an occasional inter-library loan, but that his choice of a subject ought not to be such as to involve securing a large part of his material from a distant library.

100 years old!





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Interlibrary Loan Code for the United States

Prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Revised by the Codes, Guidelines, and Technical Standards Committee, Sharing and Transforming Access to Resources Section (STARS) 2008 and 2015. Approved by RUSA Board January 11, 2016.

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For more detailed information about the provisions of this code, please see the accompanying [Explanatory Supplement](#).

Table of Contents:

[Introduction](#)
[Definitions](#)
[Purpose](#)
[Scope](#)
[Responsibilities of the Requesting Library](#)
[Responsibilities of the Supplying Library](#)

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

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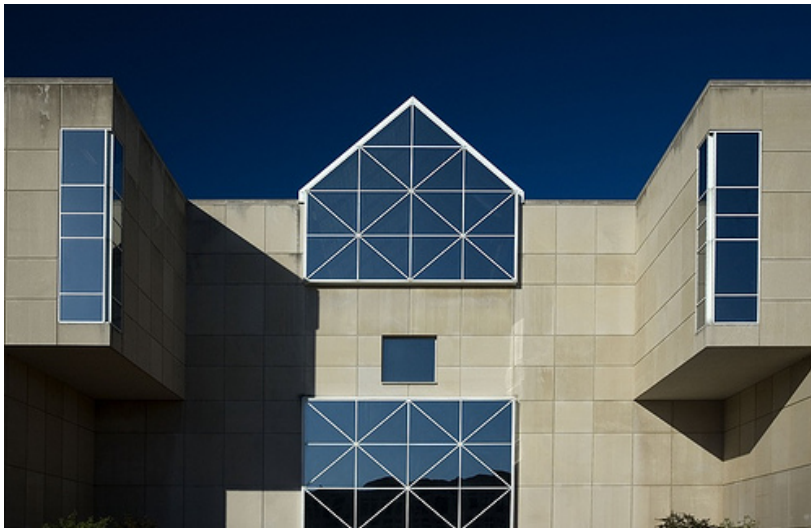
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Free Student Membership

<http://www.ala.org/rusa/resources/guidelines/interlibrary>

Structure

Requesting Library



Supplying Library





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For use with the [Interlibrary Loan Code for the United States \(2016\)](#)

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Table of Contents

[Introduction](#)
[Definitions](#)
[Purpose](#)
[Scope](#)
[Responsibilities of the Requesting Library](#)
[Responsibilities of the Supplying Library](#)

This Explanatory Supplement is intended to amplify specific sections of the Interlibrary Loan Code for the United States, providing fuller explanation and specific examples for text that is intentionally general and prescriptive. Topical headings refer to the equivalent sections in the Code. Libraries are expected to comply with the Code, using this Supplement as a source for general direction.

Introduction

The U.S. Interlibrary Loan Code, first published in 1917 and adopted by The American Library Association in 1919, is designed to provide a code of behavior for requesting and supplying material within the United States. The code is intended to be adopted voluntarily by U.S. libraries and is not enforced by an oversight body. However, as indicated below, supplying libraries may suspend service to requesting libraries that fail to comply with the provisions of this code.

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<http://www.ala.org/rusa/resources/guidelines/interlibraryloancode>

Effectiveness of the national interlibrary loan system
depends upon
the **voluntary participation** of all libraries.

There is no:



ILL Code provides guidance when **no other individual, consortial, state, or regional agreement applies.**

Sample ILL agreements:



iCONN.org – Statewide Interlibrary Loan: reQuest ILL Code Guidelines

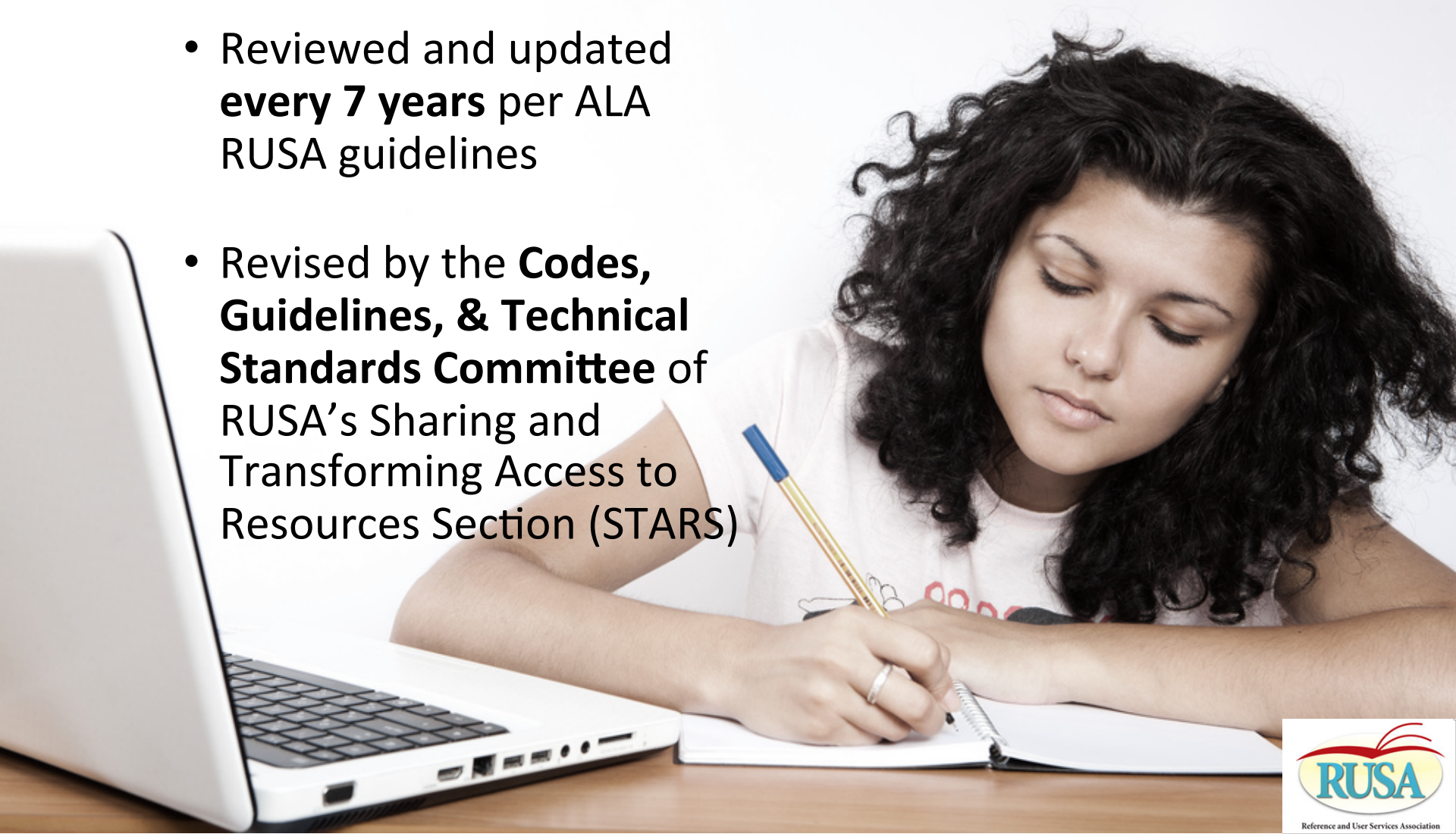


ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES



Revising the ILL Code and Supplement

- Reviewed and updated **every 7 years** per ALA RUSA guidelines
- Revised by the **Codes, Guidelines, & Technical Standards Committee** of RUSA's Sharing and Transforming Access to Resources Section (STARS)



Revising the ILL Code and Supplement

STARS Codes, Guidelines, & Tech Standards Committee (2015-2016)

- Brian Miller (Chair), The Ohio State University
- Tina Baich, Indiana University-Purdue University Indianapolis
- John Brunswick, Atlas Systems
- Nora Dethloff, University of Houston
- Margaret Ellingson, Emory University
- Sue Kaler, Massachusetts Library System
- Ryan Litsey, Texas Tech University
- Candice Townsend, Library of Congress

Also . . .

- Denise Forro, Michigan State University (2014-15)



Start of revision process:



1st ILL Community Survey (October 2014)

- Our committee requested feedback regarding what revisions are needed to ILL Code and Supplement
- Survey sent to ILL-L, Workflowtoolkit-L, STARS-L
- Also distributed to the ALA Video Roundtable Community



October 2014 Survey Question

Q: What revisions, if any, would you like to propose to the ILL Code and its Supplement concerning:



- The Responsibilities of the **Requesting Library**?
- The Responsibilities of the **Supplying Library**?



A: Responsibilities of the **Requesting Library**

Top five themes (Code & Supplement) by survey respondents



- ILL items for single patron use
- Secure packaging, no staples
- Labels on borrowed materials
- Renewals
- CONTU guidelines vs. Fair Use

A: Responsibilities of the **Supplying Library**

Top five themes (Code & Supplement) by survey respondents

- Ship to correct location
- Renewals
- No fax or mail for copy requests
- Secure packaging
- Communication issues



October 2014 Survey Question

Q: Which definition of “due date” do you prefer?

- **Current definition:**

Due date = date item should be back at the **supplying library** (includes return shipping time)

- **Previous definition:**

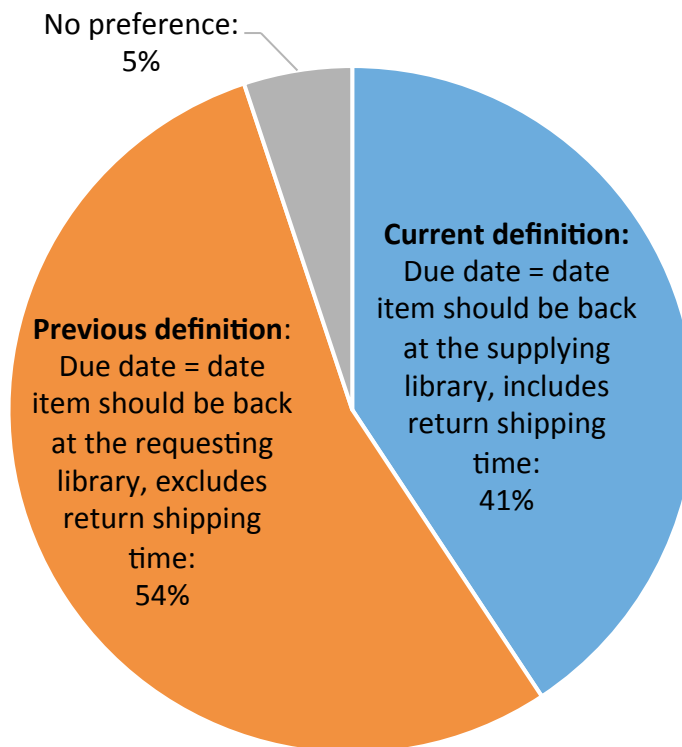
Due date = date item should be back at the **requesting library** (excludes shipping time)

- **No preference**



A: Majority prefer **previous** definition

Please indicate which definition of "due date" you prefer.



Regarding DUE DATE . . .

Respondents wanting to **exclude** return shipping time:

- a) **Maximizes** user time with item.
- b) Difficult to predict **shipping times** which vary by library.
- c) **One due date** for requesting library.
- d) **Grace periods** common among supplying libraries.

Respondents wanting to **include** return shipping time:

- a) Already **encourages long loan periods** with sufficient use and return time.
- b) **Overdue notices** are sent from circulation system (not ILL system) on same schedule as for local patrons.
- c) Not indicating when item due at supplying library **“encourages laxness** in ILL staff concerning returns.”



Revision Continues:

A horizontal process flow diagram consisting of three blue chevron-shaped boxes pointing from left to right. Each box contains text describing a step in the revision process.

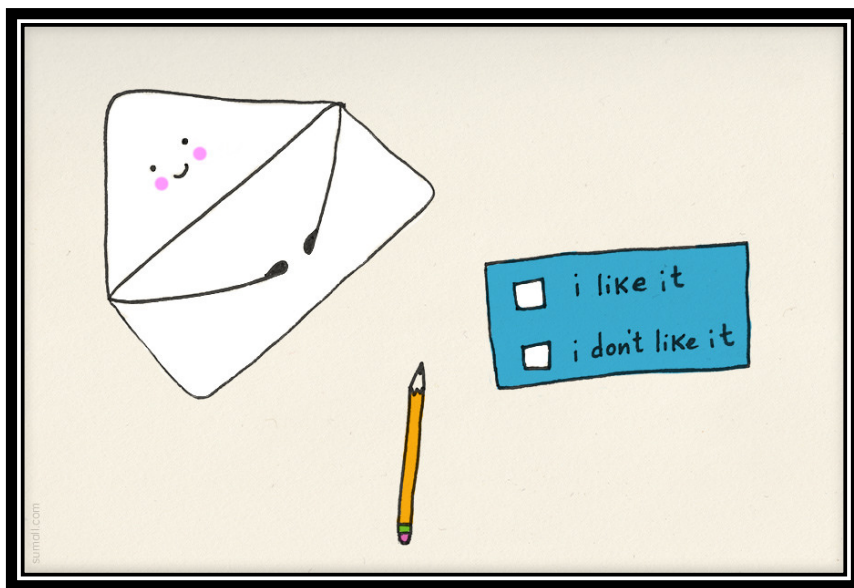
Markup
continues
(Nov 2014–
Apr 2015)

Initial draft
submitted to
STARS and
RUSA
(June 2015)

**Draft and 2nd
survey** sent
to ILL
community
(Sept-Nov
2015)

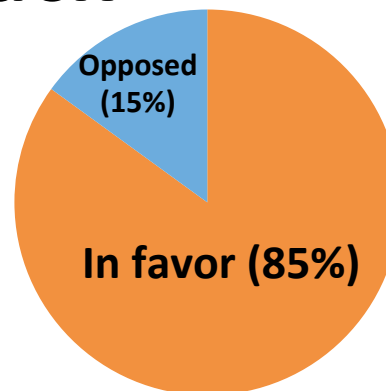
2nd ILL Community Survey (Sept-Nov 2015)

- Draft of changes shared with ILL community and feedback requested
- Survey sent to ILL-L, Workflowtoolkit-L, STARS-L



Fall 2015 Survey Feedback

- Feedback on **redefined due date** is overwhelmingly positive by almost 6-to-1 ratio.
- Criticism regarding purpose of ILL for an individual's "**relatively short term use**".
- Criticism of ILL for **locally checked out items**.
- Many **grammatical/punctuation changes** for clarity.



Revision Concludes:

Final edits made
(Dec 2015)

**RUSA and STARS
approval**
(Jan 2016)



Complete Timeline:

Planning begins
(Jan 2014)



Document markup begins
(Aug 2014)



1st survey of ILL community
(Oct 2014)



Markup continues
(Nov 2014–Apr 2015)



RUSA and STARS approval
(Jan 2016)



Final edits
(Dec 2015)



Draft and 2nd survey sent to ILL community
(Sept–Nov 2015)



Draft submitted to STARS and RUSA
(June 2015)



So in the ILL Code/Supplement . . .



**What hasn't
changed?**

and

What's NEW?

NEW Printable PDF containing Code and Supplement

<http://www.ala.org/rusa/sites/ala.org.rusa/files/content/sections/stars/resources/ILL Code with Supplement.pdf>

Interlibrary Loan Code for the United States

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Download [ALA Interlibrary Loan Request Form](#) (Fillable PDF).

The Interlibrary Loan Code below is accompanied by clarifying text from the Explanatory Supplement in the box insets. The supplementary material is intended to amplify specific sections of the official Code, providing fuller explanation and specific examples for text that is intentionally general and prescriptive. Libraries are expected to comply with the Code, using the Supplement as a source for general direction.

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

From the Explanatory Supplement:

The U.S. Interlibrary Loan Code, first published in 1917 and adopted by The American Library Association in 1919, is designed to provide a code of behavior for requesting and supplying material within the United States. The code is intended to be adopted voluntarily by U.S. libraries and is not enforced by an oversight body. However, as indicated below, supplying libraries may suspend service to requesting libraries that fail to comply with the provisions of this code.

This interlibrary loan code describes the responsibilities of libraries to each other when requesting material for users.

2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical loan of a defined duration or a non-returnable copy or scan from another library.

From the Explanatory Supplement:

Interlibrary loan (ILL) is intended to complement rather than to substitute for good library collections built and managed to meet the routine needs of local library users. ILL is based on a tradition of sharing resources between various types and sizes of libraries and the belief that no library, regardless of its size or budget, is completely self-sufficient. When policy and circumstances warrant, interlibrary loan may also be used to obtain materials that are owned by the local library but which are not available because they are damaged, missing, or checked out. Though some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more than they borrow), the system of interlibrary loan rests on the belief that all libraries have something to contribute and should be willing to lend if they are willing to borrow.


3.0 Scope

3.1 This code regulates the exchange of material between libraries in the United States.

From the Explanatory Supplement:

NEW Printable PDF containing Code and Supplement

<http://www.ala.org/rusa/sites/ala.org/rusa/files/content/sections/stars/resources/ILL Code with Supplement.pdf>



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Table of Contents:

[Introduction](#)

[Definitions](#)

[Purpose](#)

[Scope](#)

[Responsibilities of the Requesting Library](#)

[Responsibilities of the Supplying Library](#)

Introduction

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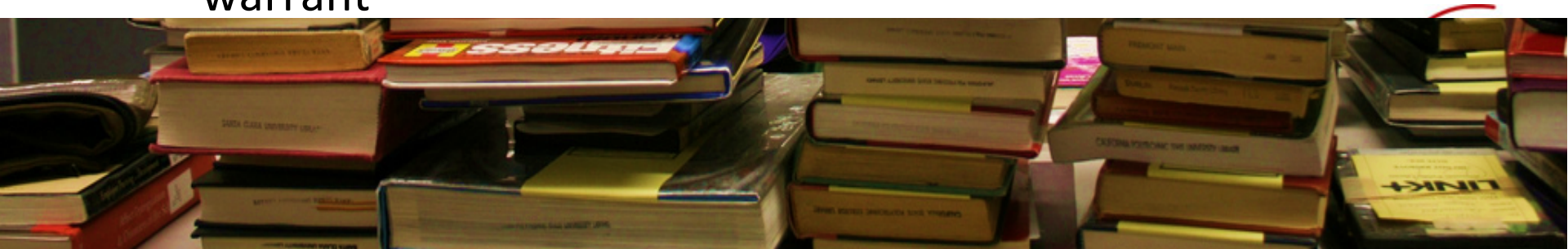
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Purpose of Interlibrary Loan

- To obtain materials not available in a user's local library
- **NEW (Code):** Primarily intended to provide a requesting individual with:
 - A physical loan of a defined duration, or
 - A non-returnable copy or scan
- **NEW (Suppl):** ILL may be used if local copy missing, damaged, or checked out when policy and circumstances warrant

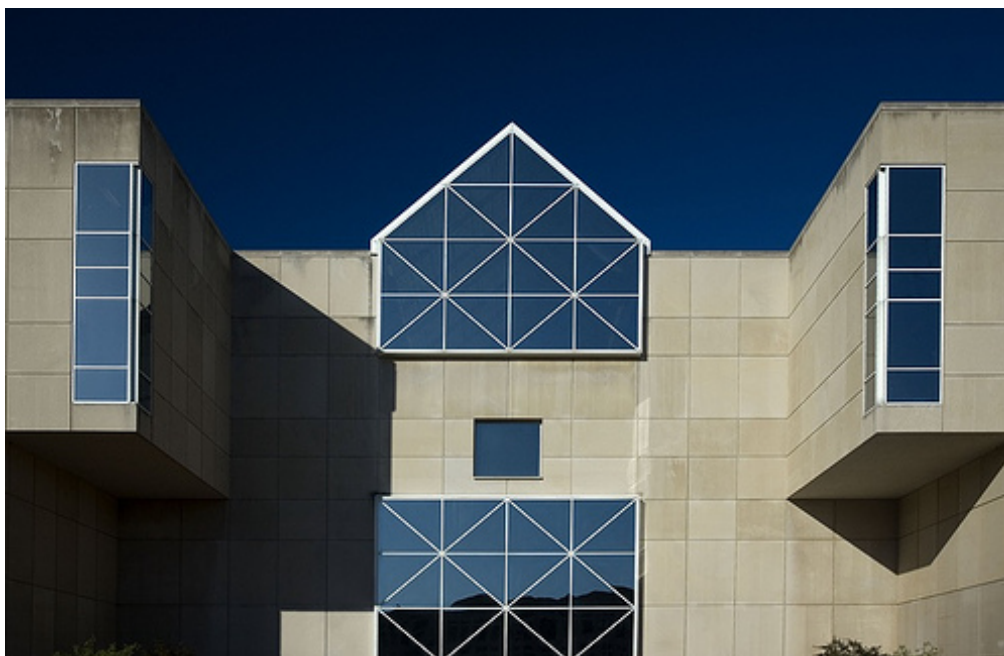


Scope of ILL Code and Supplement

- Regulates exchange of material in the United States when no other agreement applies
- **NEW:** ILL with libraries in other countries is encouraged.
 - Governed by IFLA rather than the U.S. ILL Code.
 - *International Resource Sharing and Document Delivery: Principles and Guidelines for procedure*
 - <http://www.ifla.org/files/assets/docdel/documents/international-lending-en.pdf>



Responsibilities of the Requesting Library



What hasn't changed for **Requesting Libraries**

in both ILL Code and Supplement

- 4.1 Make available a borrowing policy to your local users.
- 4.2 Ensure confidentiality of your user.
- 4.3 Provide a complete bibliographic citation when possible to supplying libraries.
- 4.5 Identify appropriate suppliers.
- 4.6 Unverified requests are OK to libraries likely to own.
- 4.7 Transmit requests electronically.
- 4.9 Assume responsibility for items borrowed.
- 4.11 Assume responsibility for user-initiated transactions.
- 4.12 Honor due date and usage restrictions.
- 4.14 Respond immediately to recalls.
- 4.15 Package to prevent damage/loss and comply with shipping instructions.
- 4.16 Breaches to Code may result in service suspension.

What's **NEW** for **Requesting Libraries**?

4.1 (Suppl) Requesting libraries **no longer required to have paper copy of borrowing policy** at service desks.



What's **NEW** for **Requesting Libraries**?

4.2 (Suppl) **Discourages sharing of names with supplying library.**



What's **NEW** for **Requesting Libraries?**

4.4 (Code/Suppl) Requesting library must **specify any special requirements** (e.g. format, shipping address, special use).



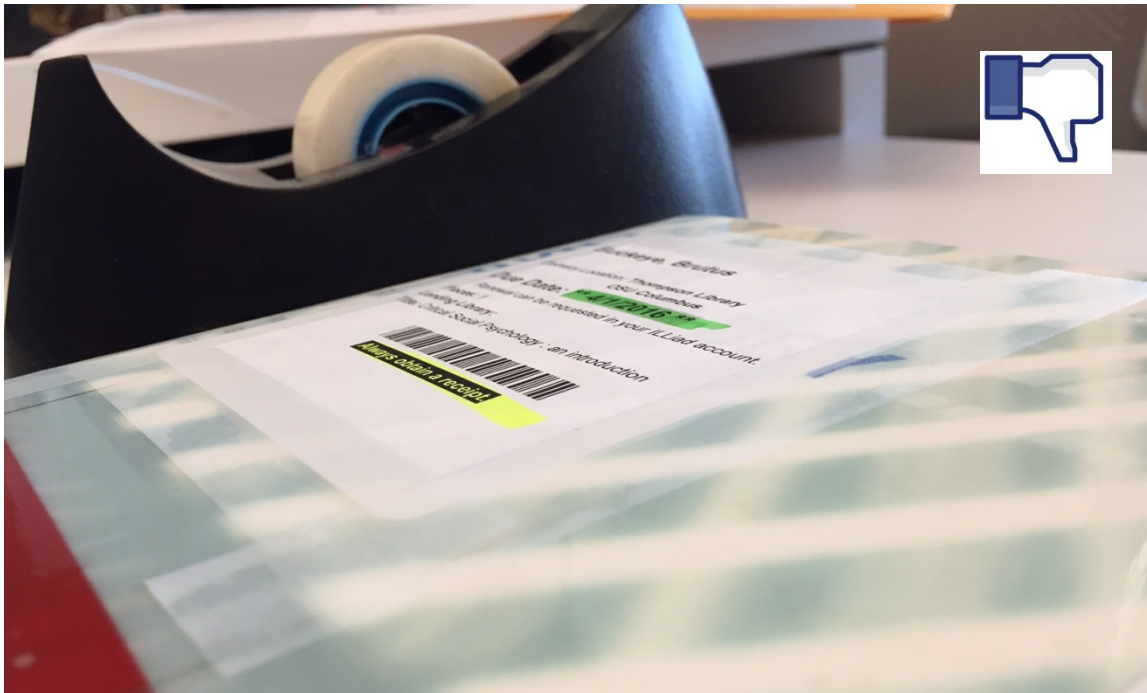
What's **NEW** for **Requesting Libraries?**

4.8 (Code/Suppl) Requesting library must **comply** with Copyright Law and **be aware** of related guidelines (e.g. CONTU).



What's **NEW** for Requesting Libraries?

4.9 (Suppl) **Never affix adhesive labels or tape to items borrowed.**



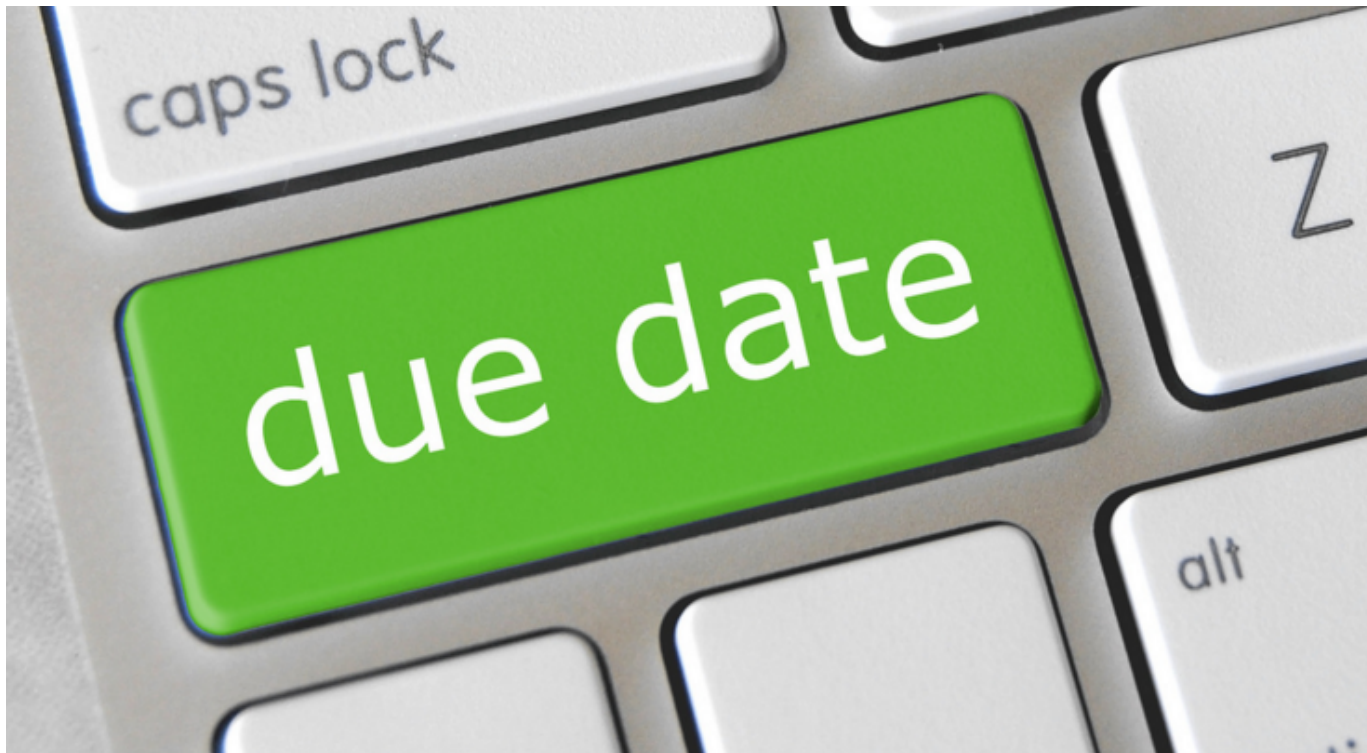
What's **NEW** for **Requesting Libraries?**

4.10 (Code/Suppl) **Pay promptly** any service, replacement, damage fees.



What's **NEW** for Requesting Libraries?

4.12 (Code/Suppl) **Due date** is date material due to be checked in at requesting library for return to supplying library.



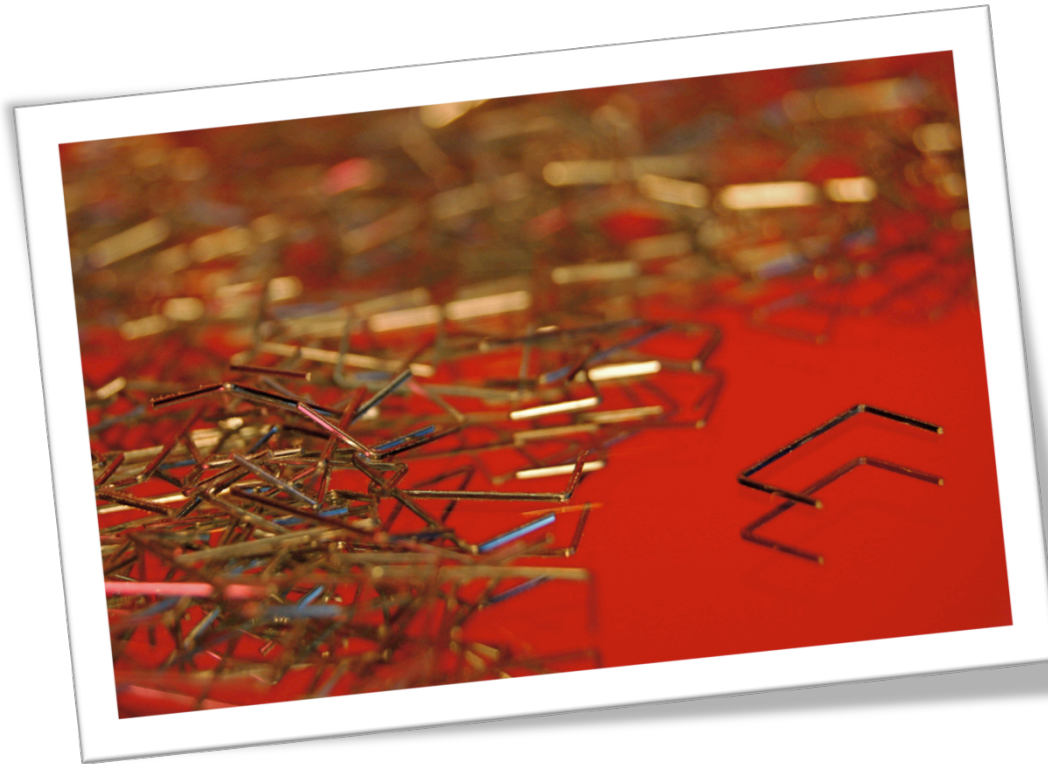
What's **NEW** for **Requesting Libraries**?

4.13 (Code) Request a **renewal** before due date whenever possible.



What's **NEW** for Requesting Libraries?

4.15 (Suppl) **Staples** are strongly discouraged.



What's **NEW** for Requesting Libraries?

- Reference **retained** to *Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials*
 - Supplement sections: 3.1, 4.15, 5.4
 - <http://www.ala.org/acrl/standards/specialcollections>
- References **removed** to outdated and retired guidelines for magnetic tape, microforms, A/Vs.



Responsibilities of the Supplying Library



What hasn't changed for Supplying Libraries in both ILL Code and Supplement

- 5.1 Have a lending policy with contact info and a service schedule.
- 5.2 Ensure confidentiality of library user.
- 5.4 Lend as liberally as possible.
- 5.5 Process requests in a timely manner and state reason if unable to fill.
- 5.6 Send sufficient info to identify request when filling or communicating about a request.
- 5.8 Ship by fastest method possible, package to prevent loss/damage, and include a return address.
- 5.9 Respond promptly to renewal requests.
- 5.10 Loaned items may be recalled at any time.
- 5.11 Deliver copies electronically.
- 5.12 Supplier may suspend service for breaches to Code.

What's **NEW** for Supplying Libraries?

5.1 (Suppl) **Generous loan periods** are encouraged.



What's **NEW** for Supplying Libraries?

- 5.3 (Code/Suppl) Encourages request fulfillment without **fees**.
But if necessary, make available a fee
schedule and bill promptly.

[illegible]

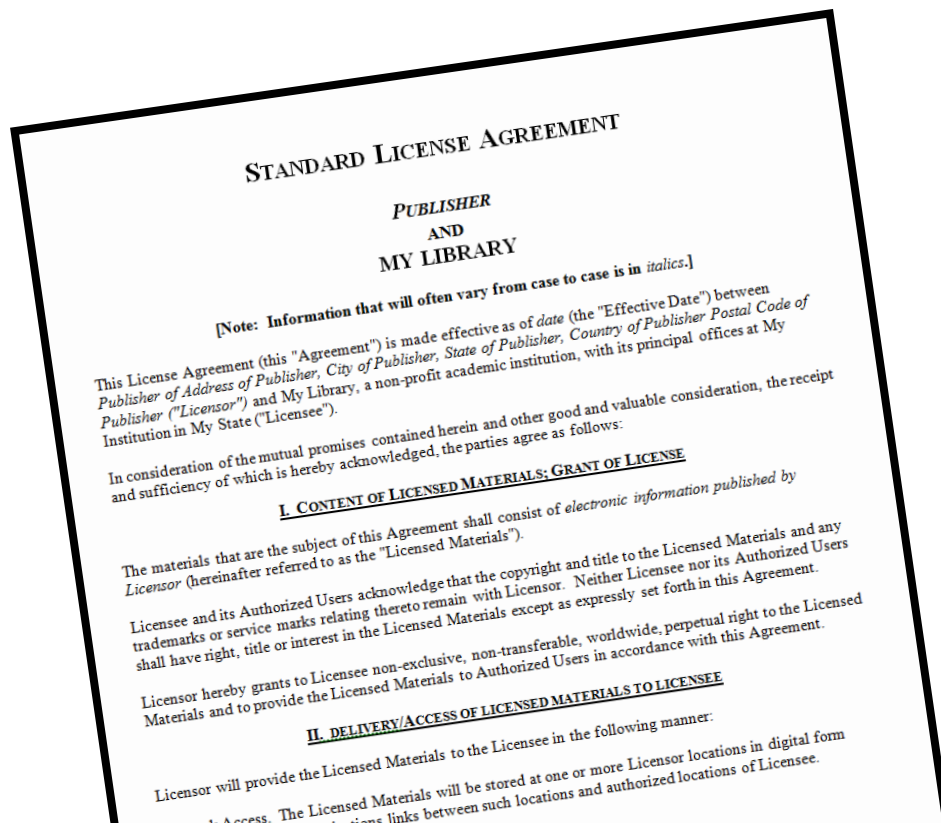
What's **NEW** for Supplying Libraries?

5.4 (Code) Consider filling regardless of **format** or **collection** where housed.



What's **NEW** for Supplying Libraries?

5.4 (Suppl) Work with those negotiating **licenses** to include favorable ILL terms.



What's **NEW** for Supplying Libraries?

5.4 (Suppl) Consult with requesting library before turning **copy request into loan.**



What's **NEW** for **Supplying Libraries?**

5.5 (Suppl) Negotiate any **special loan terms, use restrictions, or shipping requirements** before updating due date with request. Include instructions and item.



What's **NEW** for **Supplying Libraries?**

- 5.7 (Code/Suppl) **Due date** is date material due to be checked in at requesting library for return to supplying library. Implement a **grace period** before sending overdue notices.



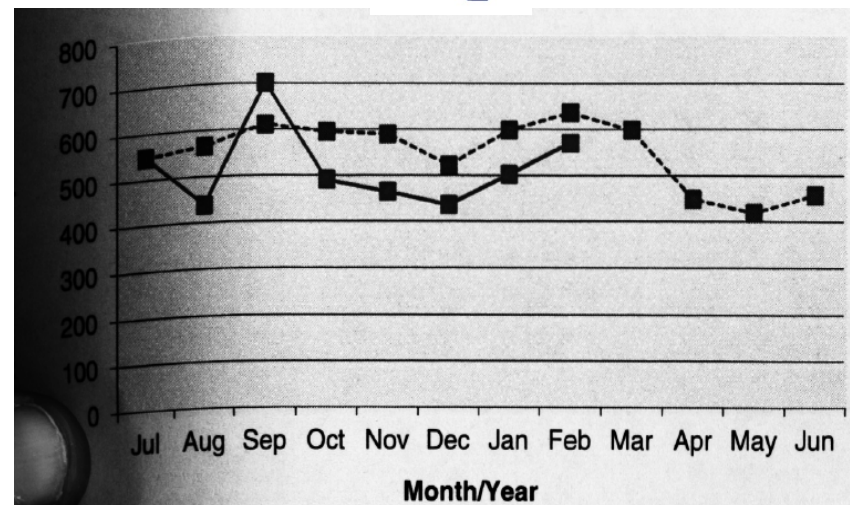
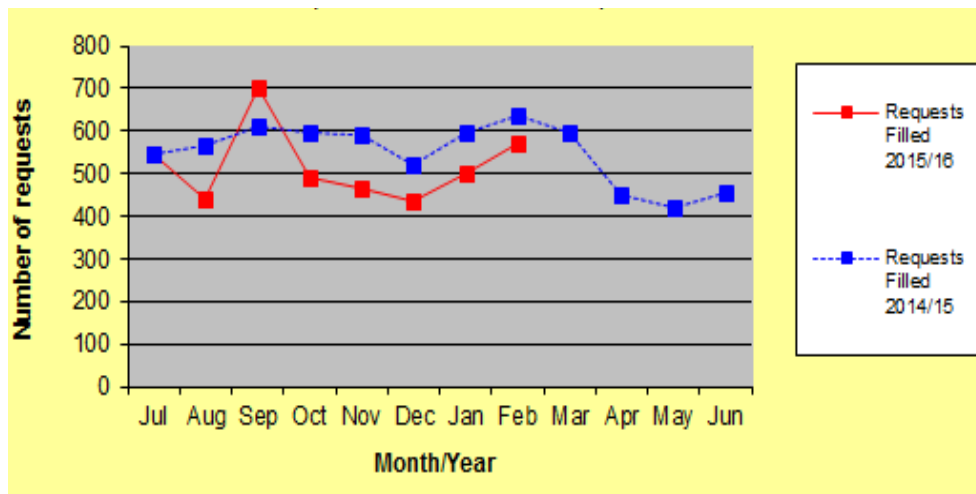
What's **NEW** for **Supplying Libraries?**

5.11 (Suppl) Comply with **Copyright Law** and licenses.



What's **NEW** for Supplying Libraries?

5.11 (Suppl) **Copies should closely reproduce the original** in appearance, legibility, and completeness with attention paid to image color, clarity, margins, page orientation, and accompanying references, plates, or appendices.



ALA ILL Request Form



Former ALA ILL Request Form

ALA Interlibrary Loan Request Form 2002

Request date _____
Need before _____
Request number _____
Client information _____

Borrowing library name and address

Citation Information

Book author _____
Book title _____
Publisher _____ Place _____ Date _____
Series _____
This edition only _____ ISBN _____

Serial title _____
Volume / issue _____ Date _____ Pages _____
Author of article _____
Title of article _____
ISSN _____

Audiovisual title _____
Date of publication _____

Verified in and / or cited in _____
Other bibliographic number _____
Lending library name and address _____

Lending library phone _____
Lending library fax _____
Lending library email _____
Lending library electronic delivery address _____

Notes _____

Request complies with
☐ 108(g) (2) Guidelines (CCG)
☐ other provision of copyright law (CCL)

Authorization _____
Phone _____
Fax _____
Email _____
Electronic delivery address _____

Type of request:

☐ Loan
☐ Photocopy
☐ Estimate
☐ Locations

Charge information

Account number _____
Maximum willing to pay _____
Have reciprocal agreement _____
Payment provided _____

Lending library report

Date of response _____
Date shipped _____
Shipped via _____
Insured for _____

Return Insured ☐
Packing Requirements _____
Charge _____
Date due _____

Use restrictions

☐ Library Use Only
☐ Copying not permitted
☐ No Renewals
☐ _____

Not sent because

☐ At bindery
☐ Charge exceeds limit
☐ Hold placed
☐ In process
☐ In use
☐ Lacking
☐ Lacks copyright compliance
☐ Locations not found
☐ Lost
☐ Non-circulating
☐ Not found as cited
☐ Not on shelf
☐ Not owned
☐ On order
☐ On reserve
☐ Poor condition
☐ Prepayment required
☐ Request on _____
☐ Volume / issue not yet available
☐ _____

Estimate for

Loan _____
Copy _____
Microfilm _____
Microfiche _____

Borrowing library report

Date Received _____
Date Returned _____
Returned via _____
Insured for _____
Payment Enclosed ☐

Renewals

Date Requested _____
New Due Date _____
Renewal Denied ☐

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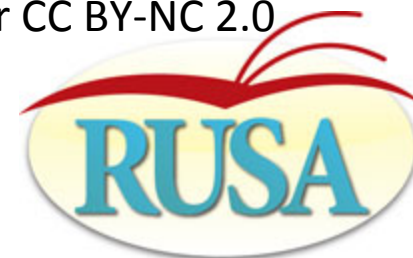
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